

The **Certified Public Manager® Program** encourages managers to stay abreast of current management information and principles. In keeping with the vision of the MCPM Program to develop world class leaders and managers for public service, participants are required to complete two outside readings from the selected list of books and submit abstracts from both.

**A Whole New Mind.* Pink, Daniel H. Penguin Group, 2005.

**The Accountable Organization: Reclaiming Integrity and Restoring Trust.* Marchica, John. Davis-Black, 2004.

The Art of Engagement. Houdan, Jim. McGraw-Hill Prof., 2008.

**The Age of Speed.* Poscente, Vince. Bard Press, 2008.

**Becoming a Conflict Competent Leader.* Runde, Craig E. and Tim A. Flanagan, Jossey-Bass, 2007.

**Before Happiness: The 5 Hidden Keys to Achieving Success, Spreading Happiness, and Sustaining Positive Change.* Achor, Shawn, Crown Publishing, 2013.

**Benchmarking for Best Practices in the Public Sector: Achieving Performance Breakthroughs in Federal, State, and Local Agencies.* Keehley, Patricia. Jossey-Bass, 1997.

**Breaking Free: A Prescription for Personal and Organizational Change.* Noer, David M. Jossey-Bass, 1997.

**Breaking Through Bureaucracy: A New Vision for Managing in Government.* Barzelay, Michael. University of California Press, 1992.

**A Winning Culture in Government: The Ultimate Mission Essential.* Leddin, Patrick R. Ph.D. and Moonm Shawn D. Franklin Covey, 2018.

**Change Anything* by Patterson, Kerry; Grenny, Joseph; McMillan, Ron; & Switzer, Al., Grand Central Publishing, 2011.

**Cigars, Whiskey, and Winning: Leadership Lessons from General Ulysses S. Grant.* Kaltmen, Al. Prentice Hall Press, 1998.

**Coaching for Commitment: Managerial Strategies for Obtaining Superior Performance.* Kinlaw, Dennis. Pfeiffer, 1989.

Coaching for Improved Work Perform., Fournies, Ferdinand F., McGraw-Hill, 1987.

**The Carrot Principle.* Gostick, Adrian and Elton, Chester. Free Press, 2009.

**The Coming Jobs War.* Clifton, Jim. Gallup Press, 2011.

**The Complete Communicator. Change Your Communication, Change Your Life!* Lampton, William. Hillsboro Press, 1999.

**Crisis Management: Planning for the Inevitable.* Fink, Steven. American Management Association, 1986.

**Crucial Accountability.* Patterson, Kerry; Grenny, Joseph; McMillan, Ron; & Switzer, Al. McGraw-Hill, 2013.

**Crucial Confrontations.* Patterson, Kerry; Grenny, Joseph; McMillan, Ron; & Switzer, Al. McGraw-Hill, 2004.

**Crucial Conversations.* Patterson, Kerry; Grenny, Joseph; McMillan, Ron; & Switzer, Al. McGraw-Hill, 2002.

**Death By Meeting.* Lencioni, Patrick M. Jossey-Bass, 2004.

**The Dream Manager.* Kelly, Matthew and Patrick Lencioni, Beacon Publishing, 2007.

**+Drive.* Pink, Daniel H. Penguin Group, 2009.

The Eighth Habit From Effectiveness to Greatness. Covey, Stephen R. Simon & Schuster, 2004.

11 Lessons in Self Leadership. Holeman, Larry. Wyncom, 1995.

Encouraging the Heart – A Leader’s Guide to Rewarding and Recognizing Others by Kouzes, James M. and Posner, Barry Z. Pfeiffer Publications, 2011.

Emotional Intelligence 2.0, Bradberry, Travis & Greaves, Jean, TalentSmart, 2009.

Employee Engagement 2.0. Kruse, Kevin. CreateSpace Publishing, 2012.

**The Empowered Manager: Positive Political Skills at Work.* Block, Peter. Jossey-Bass, 1987.

Empowering Yourself, 2nd ed. Coleman, Harvey. J., Kendall/Hunt Publishing, 2010

**Excellence by Design: Leadership– The Six Key Characteristics of Outstanding Leaders.* Spence, John. JKSpence, 2002.

**The Four Disciplines of Execution.* McChesney, Chris; Covey, Sean and Huling, Jim. Free Press, 2012.

**The Fifth Discipline: The Art and Practice of the Learning Organization.* Senge, Peter M. Doubleday/Currency, 1990.

**The Five Choices: The Path to Extraordinary Productivity.* Kogon, Kory, Merrill, Adam and Rinne, Leena. Simon and Schuster, 2015.

**The Five Dysfunctions of a Team,* Lencioni, Patrick, Jossey-Bass, 2002.

**The Five Temptations of a CEO.* Lencioni, Patrick, Jossey-Bass, 2013.

**First, Break All the Rules: What the World’s Greatest Managers Do Differently.* Buckingham, Marcus. Simon & Schuster, 1999.

**First Things First: To Live, To Love, To Learn, To Leave a Legacy.* Covey, Stephen R. Simon & Schuster, 1994.

**+Fish!- A Remarkable Way to Boost Morale and Improve Results.* Lundin, Stephen C. G.K. Hall, 2001.

**+Getting to Yes: Negotiating Agreement Without Giving In.* 2nd ed. Fisher, Roger. Penguin Books, 1991.

**Gifts Differing.* Myers, Isabel Briggs. Consulting Psych. Press, 1980.

**+Good to Great.* Collins, John. Harper Business, 2001.

**Good to Great and the Social Sectors.* Collins, Jim, 2005.

**+The Goal: A Process of Ongoing Improvement.* Goldratt, Eliyahu M. North River Press, 1992.

**+Great by Choice: Uncertainty, Chaos, and Luck--Why Some Thrive Despite Them All.* Collins, Jim, 2011.

**Growing Great Employees.* Anderson, Erika. Penguin Group, 2006.

**Guide to Strategic Thinking, Guide to Long Range Planning, Guide to Tactical Planning. (Morrisey on Planning. Set of three.)* Morrisey, George. Jossey-Bass, 1996.

**Hard Wired Leadership: Unleashing the Power of Personality to Become a New Millennium Leader.* Pearman, Roger R. Davies-Black, 1998.

How to Stay Cool, Calm & Collected When the Pressure’s On: A Stress Control Plan for Businesspeople. Newman, John E. American Mgt. Assoc. 1992.

**The Human Resources Scorecard – Measuring the Return on Investment.* Phillips, Jack J. Stone, Ron D., and Phillips, Patricia Pulliam, 2001.

**The Image of Leadership: How Leaders Package Themselves to Stand Out for the Right Reasons.* Di Giusto, Sylvie, Executive Image Consulting, 2014

Influencer: The Power to Change Anything. Patterson, Kenny, Grenny, Joseph, Maxfield, David, McMillan, Ron and Switzler, Al. McGraw-Hill, 2008.

**Into the Storm: A Study in Command.* Clancy, Tom. Putnam, 1997.

Intrinsic Motivation: What Really Drives Employee Engagement, 2nd edition, Thomas, Kenneth W. & Waterhouse, Richard, AudioGo, 2012.

**Leadership and the One Minute Manager.* Blanchard, Kenneth. Morrow, 1985.

Leadership in High-Performance Organizational Cultures, 2nd edition. Stanley Truskie. MSD Leadership Consultants, 2015.

**Leadership Pipeline: How to Build the Leadership-Powered Company.* Charan, Ram. Jossey-Bass, 2001.

**The Leadership Challenge: How to Keep Getting Extraordinary Things Done in Organizations,* 2nd ed. Kouzes, James M. Jossey-Bass, 1995.

**Leading Quietly: An Unorthodox Guide to Doing the Right Thing.* Badaracco, Joseph. Harvard Business School Press, 2002.

**Lincoln on Leadership: Executive Strategies for Tough Times.* Phillips, Donald T. Warner Books, 1993.

**Listening with Empathy: Creating Genuine Connections with Customers and Colleagues.* Selby, John. Hampton Roads, 2007.

**The Longview: Lasting Strategies for Rising Leaders.* Parrot, Roger Ph.D., David C. Cook Publishing, 2009

**Make It So: Leadership Lessons from Star Trek, The Next Generation.* Roberts, Wess. Pocket Books, 1996.

**Making Change Irresistible: Overcoming Resistance to Change in Your Organization.* Hultman, Ken. Davies-Black, 1998.

**Management Methods of Jesus: Ancient Wisdom for Modern Business.* Briner, Bob. T. Nelson, 1996.

**Management: Tasks, Responsibilities, Practices.* Drucker, Peter. Butterworth-Heinemann, 1974.

**Managing from the Heart.* Bracey, Hyler. Dell, 1990.

Managing the Hidden Organization. Deal, Terrence. Warner, 1994.

Measuring ROI in the Public Sector. Phillips, Jack, J. and Phillips, Patricia Pulliam. ASTD Press, 2002.

**Monday Morning Leadership.* Cottrell, David. Cornerstone, 2002.

**Gung Ho!* Blanchard, Kenneth H. Morrow, 1998.

**More Than Words: Nine Silver Rules for Powerful Yet Considerate Comm.* Horrell, Edward. Center for the Spoken Comm. 1995.

**Motivation Management: Fueling Performance by Discovering What People Believe in Themselves and Their Organizations.* Green, Thad B. Davies– Black Publishing, 2000.

**The 9 Natural Laws of Leadership.* Blank, Warren. AMACOM, 1995.

**Networking For People Who Hate Networking.* Zack, Devora. Berrett-Koehler Publishers, Inc., 2010.

**Never Check E-mail in the Morning.* Morgenstern, Julie. Fireside, 2005.

**The New Managerial Mentor: Becoming a Learning Leader to Build Communities of Purpose.* Fritts, Patricia J. Davies-Black, 1998.

**The No A-hole Rule: Building a Civilized Workplace and Surviving One that Isn’t.* Sutton, Robert I., Ph.D. Warner Business Books, 2007.

**Now, Discover Your Strengths.* Buckingham, Marcus and Dr. Donald O. Clifton, The Free Press, 2001.

**On Becoming a Leader.* Bennis, Warren. Addison-Wesley, 1994.

**The One Minute Manager Builds High Performance Teams.* Blanchard, Kenneth. Morrow, 1990.

**The One Minute Manager Meets the Monkey.* Blanchard, Kenneth. Morrow, 1989.

The One Thing: The Surprisingly Simple Truth Behind Extraordinary Results. Keller, Gary and Jay Papasan, Rellek Publishing Partners, Ltd., 2013.

**The Power of a Positive No: How to Say No and Still Get to Yes,* Ury, William, Bantam, 2007.

**The Power of Eagles, Nature’s Way to Individual Accomplishment.* Towery, Twyman L. Wessex House, 2000.

**The Power of Ethical Manage.* Blanchard, Kenneth. Morrow, 1988.

**The Power Principle: Influence with Honor.* Lee, Blaine, Free Press, 1998.

**+Primal Leadership.* Goleman, Daniel. Harvard Press, 2002.

**Principle-Centered Leadership.* Covey, Stephen R. Summit Books, 1991.

**Putting the One Minute Manager to Work.* Blanchard, Kenneth. Berkeley, 1985.

Quiet: The Power of Introverts in a World that Can’t Stop Talking. Cain, Susan. Crown Publishing Group, 2012.

**The Real Life MBA.* Welch, Jack and Welch and Suzy. Harper Business, 2015.

**The Rules of Management.* Templar, Richard. Prentice Hall, 2005.

**Seamless Government: A Practical Guide to Re-Engineering in the Public Sector.* Linden, Russell M. Jossey-Bass, 1994.

**Send: The Essential Guide to Email for Office and Home.* Shipley, David and Will Schwalbe. Alfred A. Knopf, 2007.

+*The Seven Habits of Highly Effective People: Restoring the Character Ethic.* Covey, Stephen R. Simon & Schuster, 1989.

The 17 Indisputable Laws of Teamwork: Embrace Them and Empower Your Team. Maxwell, John. T. Nelson, 2001.

The Speed of Trust: The One Thing that Changes Everything. Stephen M. R. Covey, Free, Press, 2008.

**Social Intelligence: The New Science of Human Relationships,* Goleman, Daniel, Bantam, 2006.

*+*Strengths Finder 2.0.* Rath, Tom. Gallup Press, 2007.

**Stressed is Desserts Spelled Backward.* Seaward, Brian Luke, Ph.D. Whole Person Associates, Inc, 2008.

**The Success Principles: How to Get to Where You Are to Where You Want to Be.* Collins, 2005.

**The 3rd Alternative.* Covey, Stephen R. Free Press, 2011.

The 10 Natural Laws of Successful Time and Life Management: Proven Strategies for Increased Productivity and Inner Peace. Smith, Hyrum. Warner, 1994.

**12: The Elements of Great Managing, Wagner,* Rodd and Harter, James K. Ph.D., Gallup Press, 2006.

+*The 21 Indispensable Qualities of a Leader: Becoming the Person Others Will Want to Follow.* Maxwell, John C. T. Nelson, 1999.

**The 360⁰ Leader.* Maxwell, John C. Nelson Books, 2005.

**The 2020 Workplace: How Innovative Companies Attract, Develop and Keep Tomorrow's Employees Today,* Harper-Collins, 2010.

**Take Charge of Your Mind: Core Skills to Enhance Your Performance.* Hannam, Paul and John Selby. Hampton Roads Publishing, 2006.

Team Building Tool Kit, Mind Tools e-book (mindtools.com), Mind Tools Limited, 2009-2011.

**Tough-Minded Leadership.* Batten, Joe D. AMACOM, 1989.

**Toxic Coworkers: How to Deal with Dysfunctional People on the Job.* Cavaiola, Alan. New Harbinger, 2000.

**True Leaders.* Price, Bettie. Dearborn Trade, 2001.

**Turbulence!: Challenges and Opportunities in the World of Work: Are You Prepared for the Future?* Herman, Roger E. Oakhill Press, 1995.

**Up is Not the Only Way: A Guide to Developing Workforce Talent.* Kaye, Beverly. Davies-Black, 1997.

**Verbal Judo: The Gentle Art of Persuasion.* Thompson, George. Morrow, 1993.

**A Whack on the Side of the Head: How You Can be More Creative.* Van Oech, Roger. Warner, 1998.

We Don't Make Widgets. Ken Miller, Governing Books, 2010.

**Well Being: The Five Essential Elements,* Tom Rath and Jim Harter, Gallup Press, 2010.

**What Got You Here, Won't Get You There.* Goldsmith, Marshall. Hyperion, 2007.

*+*Who Moved My Cheese?: An Amazing Way to Deal with Change in Your Work and in Your Life.* Johnson, Spencer. G.P. Putnam's Sons, 1998.

**Wikinomics: How Mass Collaboration Changes Everything.* Tapscott, Don and Anthony D. Williams. Penguin Group, 2008.

**The Wisdom of Teams: Creating the High-Performance Organization.* Katzenbach, Jon R. Harvard Business School Press, 1993.

**The Wisdom of Wolves: Nature's Way to Organizational Success.* Towery, Twyman L. Wessex House, 1995.

**Wooden on Leadership: How to Create a Winning Organization.* John Wooden and Steve Jamison, McGraw-Hill, 2005.

*+*The World Is Flat,* Thomas L. Friedman, Farrar, Straus, Giroux, 2005.

**Work With Me!: Resolving Everyday Conflict in Your Organization.* Scott, Gini Graham. Davies-Black, 2000.

*+*Working with Emotional Intelligence.* Goleman, Daniel. Bantam Books, 1998.

**You Don't Need a Title to Be a Leader.* Sanborn, Mark. Doubleday, 2006.

**You've Got to be Believed to be Heard.* Decker, Bert. St. Martin's Press, 1992.

* denotes copy available from the MCPM Library
+ denotes audio copy available from the MS Library Commission - www.mlc.lib.ms.us Revised September 2020

Mississippi State Personnel Board
210 East Capitol Street, Suite 800
Jackson, MS 39201



REQUIRED READING LIST

A bibliography of reading materials for the Mississippi Certified Public Manager® Program prepared by the



For more information contact:

Shondra Houseworth, MBA, CPM
MCPM Program Director
shondra.houseworth@mspb.ms.gov
(601) 359-2715

Fax: (601) 359-2717
www.mspb.ms.gov